



Parks, Recreation and Marine/Animal Care Services **MAINTENANCE ASSISTANT I (NON-CAREER)** **Part-Time Employment Opportunity**

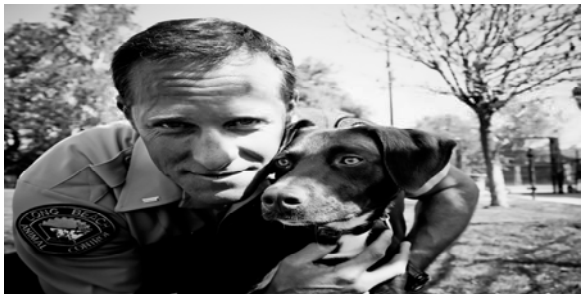
Apply by:
April 1, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The mission of the Long Beach Animal Care Services Bureau is to provide public safety and the humane treatment of animals to nearly 600,000 residents in five cities. Through a unique private/public partnership, the Bureau operates one of the finest shelters in the State of California, promoting best practices in herd health management. With a staff of over 50 employees, and an annual operating budget of over \$4.6 million, the Bureau will care for more than 9,500 live animals in 2016.

The Department of Parks, Recreation and Marine, Animal Care Services Bureau, is seeking qualified candidates interested in applying for a part-time non-career **Maintenance Assistant I-Transport and Rescue Coordinator** position. The duties and responsibilities for this position include:

- Under general supervision, assist the Behavior and Rehoming Coordinator with the processing of animals for adoption, rescue, and transport;
- Coordinate logistics (medical, paperwork, staff, and volunteers) for the purpose of placing animals into rescue groups or onto transports;
- Clean and properly disinfect kennels, cages, and buildings utilizing chemical and disinfectant products;
- Assist with social media and outreach efforts, including communicating and responding to the public and rescue organizations;
- Observe animals for signs of illness or injury and advise the appropriate staff member(s);
- Network and build relationships to acquire new rescue groups and expand opportunities to increase live outcomes for shelter animals;
- Update animal photographs and notes in the shelter database;
- Responsible for accurate record keeping;
- Perform other related duties as assigned.



Qualifications This position is open to all candidates meeting the following minimum qualifications:

- High school diploma or equivalent;
- Must be at least 18 years of age, and possess a valid California Driver's License;
- Computer experience, including Microsoft Word, Internet and social media programs;
- Ability to be detail oriented and work quickly and accurately in performing data entry and record keeping;
- Ability to communicate effectively, both verbally and in writing;
- Ability to interact with employees at all levels of the organization;
- Ability to interact effectively and discreetly with the general public;
- Willingness to work outside in all kinds of weather, as well as all shifts, including weekends and holidays;
- Experience interacting with people from a wide range of ethnic, cultural, and socio-economic backgrounds is desirable.

Hourly Rate The hourly rate for Maintenance Assistant I-NC ranges from \$13.132 to \$17.738 per hour. The position is temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

How to Apply All candidates should submit a letter of interest and resume via U.S. mail, fax, or in person. Candidates not currently working for the City must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 5:00 p.m., Friday, April 1, 2016**, to:

Ted Stevens, Manager
Animal Care Services Bureau
7700 E. Spring Street
Long Beach, CA 90815
Fax Number (562) 570-3053

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"